



Eating and Activity Tool for Students

Administration Essentials Guide

Who should administer the survey?

1. CalFresh Healthy Living educator, or
2. Classroom or special subject teacher, or
3. College or higher-level intern or volunteer from the LHD/subcontractor or partner agency

When do I administer the survey?

The pre-test should always be administered **BEFORE** any intervention begins.

Pre-tests should be administered within approximately 6 weeks of the first day of school and post-tests within 6 weeks of the last day of school, regardless of when the direct education component of the intervention is expected to be delivered.

The survey must be conducted on a day after students have attended school. It should only be conducted Tuesday-Friday, **AND NEVER ON A MONDAY**. For weeks with a school holiday/teacher workday, the survey should never be conducted the day after the school holiday/teacher workday. Do not administer the survey the week after a long holiday (i.e. winter or spring break) or school closure. The survey links will be inoperable on Mondays and the day after state/federal holidays. Keep this in mind when scheduling online administration or paper survey data entry.

What do I need to administer the survey?

1. Survey Instrument: Online (recommended) via custom site links (pre and post) OR paper (https://ucanr.edu/sites/ioe/Eating_and_Activity_Tool_For_Students_EATS/)
2. Survey administration protocol and this Survey Administration Essentials Guide
3. Student ID number assignments (see optional Student Unique ID Organizer)
4. Chromebooks/computer (recommended) or pencils

How do I assign ID numbers?

1. Assign students in Classroom 1 at Site 1 IDs 100-130, for example
 - a. Assign students in Classroom 2 at Site 1 IDs 200-230
 - b. Assign students in Classroom 3 at Site 1 IDs 300-330, and so forth
2. Assign students in Classroom 1 at Site 2 ID 100-130
 - a. Assign students in Classroom 2 at Site 2 IDs 200-230
 - b. Assign students in Classroom 3 at Site 2 IDs 300-330, and so forth
3. Repeat as needed for all school sites
4. Record ID assignments for all sites/classrooms in one spreadsheet, i.e. Student Unique ID Organizer

Other tips?

- Do not truncate online survey links. Custom links include data that will auto-populate survey questions. If you do not distribute the link as provided, that data will not populate the survey and your data will be unidentifiable, and thus lost.
- Be sure to use the correct survey link. There will be separate pre- and post-test links. The pre- and post-test links will not be operable at the same time, so if you receive a survey closure message when clicking on a link, check that 1) it is an eligible day to survey, and 2) you are using the correct link.
- Multiple classrooms within a school cannot use the same IDs. All students in a school must have a unique ID.
- The survey can be read aloud question-by-question or students can complete on their own, at their own pace. Choose the option that works best for your classroom of students.
- Gather attrition data (parent/student opt outs) on the day of pre/post-testing. It will be much easier than trying to go back and recover the data at a later date.
- Visit the website (<https://ucanr.edu/sites/ioe/>) or email amlinares@ucanr.edu for more resources.